

8 DEC 1981

ODP #81-1669

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Position Ceiling for FY 1982

1. As you are all aware, the Directorate of Administration has been under strength for a lengthy period of time. This posture has obviously had a debilitating effect on our overall ability to fulfill our mission and must be corrected as quickly as possible. At the same time, we must manage our personnel accessions within overall Directorate position ceiling authorizations. The following is guidance to be used in the management of your position ceiling during FY 1982:

A. Continue to recruit and enter on duty qualified personnel as quickly as possible. It is important, however, not to sacrifice quality for timeliness.

B. Keep the Office of Personnel advised of your recruitment requirements.

C. Unless approved by me, do not exceed the position ceiling authorized for your Subgroup. I will meet with each of you who currently have authorization to exceed position ceiling, and we will reconsider each on an individual basis.

D. Any potential loss of highly-qualified applicants due to ceiling limitations should be handled on a case-by-case basis through [redacted]
[redacted] of the DDA/Career Management Office.

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E. Since the Directorate is expected to keep within the end-of-year personnel position ceiling, it will not be possible to EOD applicants in FY 1982 against FY 1983 ceiling increases.)

F. Part-time employee work hours are to be limited to the predetermined scheduled tour of duty.

2. I have tasked the DDA/Career Management Office to monitor closely our on-duty strength vis-a-vis position ceiling. A status report will be given to you once a month at the DDA Staff Meeting so that we can review and discuss the Directorate's overall personnel situation. I urge each of you to work closely with your Subgroup Personnel and Budget Officers as well as the DDA/Career Management Office in managing your personnel resources within the constraints of position ceiling during FY 1982.

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Nancy E. Fitzwater

cc: Subgroup Personnel and
B&F Offices

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